



Industrial Investment Trust Limited

USER ACCESS MANAGEMENT POLICY

August 13, 2021

Overview:

This policy defines the standards for user access management at Industrial Investment Trust Ltd.

Purpose:

This policy is to ensure the overall security of IITL's systems by making users responsible for their actions.

Scope:

This policy applies to all personnel who have an account or access to any system that belongs to IITL.

Policy:

- A request for access must be made in writing (email or hard copy) by the user. In case of a new employee, the HR Dept. should make the request on his/her behalf.
- Access to IITL's Systems, Applications, Databases, Internet and email services is to be provided by the IT Dept. after receiving a formal notification on email from the Director.
- Access should be provided based on what the user has been approved for rather than what the user has applied for.
- Each user is to be provided a unique user ID so that users can be linked to and made responsible for their actions.
- There is a standard level of access to the internet facility configured in the firewall. Users will have restricted access depending on their work profile. Other services can be accessed when specifically authorized by the Director.
- All user ids must be deactivated and/or passwords must be changed in case of removal of the user from IITL's services.
- Existing list of users and details of level of access provided to them should be maintained in compliance with this policy; it should be updated every year.

	List of Active Users with level of data access					
Sr. No.	Name	Designation	Access provided			
			Internet	Data	Email	Applications
1	Mrs. Cumi Banerjee	CEO (Secretarial, Legal and Administration) & Company Secretary	Full	Restricted	Yes	Basic + Insilisys
2	Mr. Sameer Gaikwad	Chief Executive Officer - NBFC Operations	Full	Restricted	Yes	Basic + LMS
3	Ms. Shivani Kawle	Company Secretary & Manager	Full	Restricted	Yes	Basic + Insilisys
4	Mr. G. Jeevanantham	Director & HR Head	Full	Restricted	Yes	Basic + ESSL+Keka
5	Ms. Smruti Kathane	Manager -HR	Restricted	Restricted	Yes	Basic + ESSL+Keka
6	Mr. Sachin Shinde	Manager - Accounts	Restricted	Restricted	Yes	Basic + Tally
7	Ms. Manisha Bhagat	Manager - Accounts	Restricted	Restricted	Yes	Basic + Tally, Webtel, Paypac
8	Mr. Fakira Swain	Senior Manager - Accounts	Restricted	Restricted	Yes	Basic + Tally, Webtel
9	Mrs. Reshma Salins	Executive Secretary	Restricted	Restricted	Yes	Basic
10	Mrs. Sheela Gonsalves	Executive Assistant	Restricted	Restricted	Yes	Basic
11	Ms. Priya Sharma	Manager-Credit & Operations	Restricted	Restricted	Yes	Basic + LMS
12	Mrs. Sibani Satapathy	Operation Manager	Restricted	Restricted	Yes	Basic + LMS
13	Mr. Yogesh Shegokar	Senior Credit Manager	Restricted	Restricted	Yes	Basic + LMS
14	Mr. Sunil Yede	Assistant Manager - IT	Restricted	Restricted	Yes	Basic + CCTV
15	Mrs. Priya Sawant	Front Desk Executive	Restricted	Restricted	Yes	Basic

• Basic applications include MS Office applications, Outlook, Adobe etc.